

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO.

C-239

PAGE
NO.

1

1. Requesting Agency

WASHINGTON COUNTY

2. Division or Bureau of Requesting Agency

Register of Wills

3. Authorization Requested (Check only one of the squares below).

- ☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- ☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- ☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1

ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 25 cu. ft.

Size: Various sizes

Dates: 1880 —

File Arrangement: Chronological

Audit: State Audit

The General Accounting Records are composed of the following categories of papers used as supporting data to final books of entry which are permanently retained:

Banking records, including cancelled checks and vouchers, check books and check stubs, deposit slips and bank deposit books, machine tapes, and work papers.

Financial statements (copies) sent to the County Commissioners, accounting for Judges' salaries and other expenditures and fees connected with the operations of the office.

Monthly and Annual Reports (copies) sent to the State Comptroller.

Paid invoices and bills for supplies, and other purchases for office use.

Receipt copies and receipt books for fees and other payments collected by the Register.

State Treasurer's warrants.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/7/63

Date

Archivist

Date

Secretary

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4.
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Time and payroll records of employees, including withholding form copies and State Retirement System forms (copies).

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

2

GENERAL CORRESPONDENCE

Quantity: 10 cu. ft.

Size: Letter Size

Dates: 1880 -

File Arrangement: By subject or name of correspondent

The correspondence files are composed of routine communications and papers with individuals, attorneys, and State and County agencies, which are not of sufficient importance to be included in the Estate Papers. Papers having continuing legal or administrative value to the operation of the office should be retained until such value ceases.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

APPROVED.
HALL OF RECORDS COMMISSION

